



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE  
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MCIWEST-MCB CAMPENO  
G-1/ADJ

3 APR 2020

MCIWEST-MCB CAMPEN ORDER 1050

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS WEST INSTALLATIONS CORONAVIRUS DISEASE 2019  
LEAVE AND LIBERTY ORDER

Encl: (1) Leave/TAD Request Form

1. Situation. This Order issues direction regarding the execution of leave, liberty, and temporary additional duty (TAD) for Marine Corps Installations West (MCIWEST) installations personnel during the Coronavirus Disease 2019 (COVID-19) pandemic. Leaders at all levels are charged with the responsibility to ensure the welfare of their Marines and Sailors and mission are addressed accordingly. This Order is a punitive lawful general order.

2. Mission. To publish policy and direction for leave, liberty, and TAD for all MCIWEST Installations. Ensure Marines and Sailors at every level understand the requirements outlined in this Order and properly use the enclosure. Establish necessary policies to ensure the safety and health of the force.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCIWEST will observe the following procedures until the Commanding General, MCIWEST issues the order to return to normal operating procedures. As of 19 March 2020, the state of California instituted a "Shelter in Place" order, CA Executive Order N-33-20. The order directs all individuals to remain at home or place of residence, except as needed in limited circumstances. The order does not restrict federal employees from conducting mission essential activities, therefore all MCIWEST personnel will continue to report for duty as directed. However, when not in a duty status all MCIWEST personnel residing in California will adhere to executive order N-33-20. MCIWEST personnel residing outside California are directed to adhere to their local public health orders when not in a duty status.

(2) Concept of Operations

(a) Leave and Liberty

1. All requests for leave where the leave destination is the Marine or Sailors primary residence will be approved by the first Battalion/Squadron Commander in the chain of command. All requests for leave where the leave destination is not the Marine or Sailors primary residence must be

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approved by the first general officer in the chain of command utilizing enclosure (1).

2. All MCIWEST Personnel will curtail their off-duty activities to abide by restrictions imposed by California Executive Order N-33-20 and other local public health orders. Travel while on leave or liberty is only authorized to conduct essential services such as: medical needs, groceries, banking, exercise, and gas stations. While in a leave or liberty status, and while traveling to conduct essential services, all MCIWEST personnel shall limit travel to within a 30-mile radius of their residence. Exceptions for leave or liberty travel outside the 30-mile radius can be granted for those with emergency situations by the first officer with General Courts Martial Authority in their Chain of Command.

3. All MCIWEST personnel must have a heightened awareness regarding the spread of this infectious disease. While in a leave and liberty status, personnel shall continue to conduct themselves as responsible citizens. Strict adherence to all local orders including, but not limited to restricting gatherings or dictating occupancy is mandated. Marines and Sailors are not authorized to attend social gatherings outside their home, and social contact at private residences will be limited to household members only. MCIWEST personnel will observe state and Center of Disease Control guidance regarding social distancing. It is everyone's responsibility to be aware of the health status and orders of the area they reside in or visit.

(b) Medical Treatment. Marines and Sailors undergoing treatment for an infectious or contagious disease shall not be granted leave. Exceptions may be granted by the first general officer in the chain of command.

4. Administration and Logistics. Violations of this order are punishable under the Uniform Code of Military Justice. MCIWEST personnel who violate the Order may be subject to appropriate administrative or judicial action. The MCIWEST G-1 is responsible for ensuring the review and update of this Order. This Order will be updated as required.

5. Command and Signal

a. Command. This Order is applicable to all MCIWEST Installations. All personnel should be aware that operational requirements may supersede authorized leave and liberty.

b. Signal. This Order is effective as of the date signed and supersedes all previously issued MCIWEST orders and bulletins regarding leave and liberty.



DAN CONLEY

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